

**BASE Open Position:**

Digital Communications Intern

Location: Basel, Switzerland

Schedule: full-time

Duration: 6 months

Start date: As soon as possible

Deadline for applications: Wednesday, 22th October 2025

Applicants must hold a valid Swiss work permit or EU citizenship.

About BASE

The BASE Foundation (formerly Basel Agency for Sustainable Energy) is a Swiss not-for-profit and specialised partner of the United Nations Environment Programme (UNEP). Since 2001, we've been turning climate ambition into action unlocking investment, inventing business models, and reimagining finance to accelerate the global transition to sustainable energy and climate resilience.

Description

We are seeking a dedicated and enthusiastic *Digital Communications Intern* to join the BASE team.

The candidate will support BASE in strengthening its communication efforts by developing communication materials and proposing innovative ways to reach a broader audience. The candidate will also be involved in supporting the communication of BASE's projects in energy and climate finance in Africa, Asia, Latin America and Europe.

The candidate will be responsible for:

- Propose and develop new ideas to improve BASE communications and visibility.
- Write, edit, and distribute content, including articles, publications, press releases, annual reports, and other marketing material.
- Create and maintain effective relationships with journalists, and maintain a media database.
- Manage BASE's social media accounts (LinkedIn and X) and the corporate website.
- Support the updating and ongoing revision of BASE's website, as well as conducting SEO and AI SEO improvement research.
- Assist in planning, writing and managing e-blasts and e-newsletters.
- Support the organisation of in-person events and webinars.
- Assist with the production of BASE's podcast show.
- Support the communication of BASE's project in Africa, Asia, Latin America and Europe by working collaboratively with the team.

Professional requirements

- A recent or postgraduate degree in a relevant field (Communications, Design, Journalism, PR, Digital Marketing or related field).
- Strong interest in climate change and sustainable energy issues, enthusiasm for sustainable energy, and adaptation solutions of environmental issues are essential.
- Excellent writing and storytelling skills, and proven excellence in written communication, including the capacity to communicate technical issues in simple terms.



- Working knowledge of publication design tools (InDesign), graphic design tools (Canva, Photoshop, Illustrator), video editing tools (Premiere Pro or others) and audio editing tools (Audition or others) is a strong advantage.
- Good knowledge of basic social media analytics, with the ability to draw insights and make content recommendations.
- Ability to critically and effectively use AI-powered tools will be an asset
- Familiarity with CRMs such as Mailchimp and CMS such as WordPress represents an advantage.
- Full working proficiency in English is essential. Fluency in German, Spanish or French is an advantage.

Personal attributes

- A high degree of self-motivation, self-organisation, positive attitude, drive and the ability to contribute to a multi-cultural, team-based work environment.
- Passion for and commitment to development and climate change work.
- Strong networking capacity and excellent interpersonal skills.
- Ability to multitask, work flexibly, creatively and under pressure in response to partners/colleagues' needs or changing demands.
- Highest ethical standards.

Application and Selection Process

Applications to be submitted electronically via this form:

<https://forms.gle/DFMQrJiTdZvqPquE9>